App. F. IX-4

1938.
(N+S)

File No. 126-38
Serial Nos. 1-4

Previous References.
E. A. 43-14(N62)
N+S 98-38(1)
" 95-38(1)

Later References.
N+S 103-39(N2)

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 4

(55/39)

Part B for Dec 39

SUBJECT.

Annual inspection of the Government Central Book Depot.

St 4) To The Deputy, Govt Central Book Depot
" Comptroller
No. A 71 3014-15 dt 15-12-39

Sanctions the proposal to hold — by the Superintendent commencing from the year 1939-40 and approves of the form of questionnaire.

24/2

Inspection of the Govt. Central Bank Depot

6761

810

General and Revenue Secretariat | P+S | File No. 126 | of 193 8. | [App. F. III-2

Serial No.

From the Supdt; Govt. Central Bank Depot.
No. 5358 dt 18-5-39.

Requests sanction of Govt. for adapting a form of inspection report and for holding annual inspections commencing from this year.

1) The comptroller may, perhaps, be consulted unofficially about the form now proposed

2) As the forms enclosed relate to general matters, it does not appear necessary to consult the comptroller. If approved, the Revenue Board will be asked to print forms for annual inspection of Revenue offices

3) The Comptroller may be Consulted u.o. re: questions 15 — 18, 36-53

Dept Ley, 5/6

4) 14/6.

6/6

NOTE—Contn. Sheet.

File No. of 193

Memo

5) Forwarded with compliments to the comptroller for remarks.

By order
C. N. Srinivasa Char
for Development secretary

No 16 W 7 39
Spl

No 683 Dt 4 7 39
Dt 4 7 39
L A & D Dy

909/Spl

U.O.No.2 dated 6-7-39

6) Returned with compliments, with the following observations:-

2. Q.No.40 - The words "Articles 104 to 106 M.C.A.C. Vol.I" may be substituted for the words "Article 81 of the Civil Account Code" in line 4.

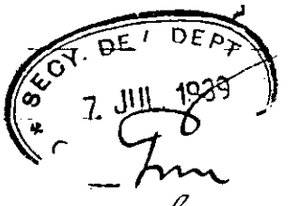
3. Q.No.42 - The words "Article 107 M.C.A.C.Vol.I" may be substituted for the words "Article 83 of the Civil Account Code" in lines 3 and 4.

4. Q.No.44 - The words "as per Rule (3) of Article 115(b) M.C.A.C.Vol.I" may be added after the word "month" in line 4. The words "as per Article 118, M.C.A.C. Vol.I" may be added after the word "bills" in line 7.

5. Q.No.46 - The words "as required in para 19 of the Annexure to the M.C.A.C.Vol.I" may be added at the end of the question.

6. Q.No.48 - As per Article 82, M.C.A.C. Vol.I undisbursed pay may be retained for three months, at the discretion of the Head of the Office. The following additional sentence may, therefore, be added to the Question."Otherwise, is there sufficient reason for the retention of pay upto three months?"(Vide Article 82 M.C.A.C. Vol.I)

7. The Inspection of the office of the Superintendent, Government Central Book Depot is proposed to be taken up by the Local Audit Department of this office during this month. Further suggestions, if any, in the matter will be submitted to Government after the inspection is over.



Comptroller in charge

CV

Inspection of the Govt. Central Book Depot.

(7 82

816.

General and Revenue Secretariat — P & S File No. 126 of 1938. — [App. F. III-2

Serial No.	
	7) Submd. with a draft to the Supdt; Govt. Central Book Depot.
	8/7. 8 7/39. 8) Submd. with a revised draft as instructed.
	10/7. 10 7 9) Sir, as Govt Dept Rly) 10/7
	10) [illegible]
	11) ✓ Sir, [illegible] 10/7
2	To the Comptroller. No. Ry 6-81 Dt. 15-7-39. Forwards the proposed form and requests to return it after making necessary alterations after the inspection of the Book Depot by the Local Audit Deptt. of his office.
	No. Ry 6 82 copy to Supdt; Govt. Central Book Depot.
	For the Controller No. 2991 (L.A.) dt. 17/10/39. Has no remarks called for

10 JUL. 1939 GOVT OF MYSORE

TYPING SECTION 11 JULY 1939 GEN. & REV. SECTT.

NOTE—Contn. Sheet.

Annual inspection of the Govt. Central Book Depot.

PHS 1.9.36

File No. 126 of 1936

General and Revenue Secretariat

Serial No.

12

If allowed, the Superintendent, Govt. Central Book, will be consulted in the matter immediately & also requested to send a revised questionnaire

25/10/39

20 Memo no 78 (939-40) 28.10.1939 forwarded, w.c. to the ~~Director of Ag~~ Superintendent, Govt. Central Book Depot, for remarks

13

WM

PHS 95-3r(1)
-95-3r(1)
EA 4374(1)

B.O.

T. Narayana Rao
for Secretary to Govt.,
Agri. Dept.
28/10

GOVERNMENT CENTRAL BOOK DEPOT
No. 3324
Dated 31-10-39
BANGALORE CITY

(3143)
Book Depot
Agri. 30/10

Memo. No. 2396.

PHS 15

Retransmitted with compliments.-

The questionaire is duly revised including the several points referred to by the Comptroller to Government, and is herewith sent.

Superintendent, 4/11
Govt. Central Book-Depot.
Bangalore.
9/11/39 9/11/39

OBS

GEOL. DEPT.
11. NOV. 1939
GOVT. OF MYSORE

GEN. SECT. CITY
13 NOV. 1939
& FOREST BRANCH.

Re annual inspection of the York Central Book Depot

General and Revenue Secretariat. | File No. 126 of 1938 | [App. V. III-2

Serial No.

Dept—
Revised Constitution as revised by the Comptroller is put up for approval Reference 12 above

13/11

18/11

Dept Dey)
Please cause compliance report whether any further progress to mention result of inspection during 1938 (vide para 7 of compliance no. dated 6.7.39)

14/11

Dey E

19) As pointed in para 7 of his U.O. note dated 6/7/39 the Comptroller has made further suggestions in his letter dated 17/10/39. All these suggestions have been incorporated in the revised Constitution

20/11

24/11

Dept Dey)
19) The question remains may happen—

22/11

(11 months) 22/11

SECY DEV DEPT
21 NOV 1939
SECOND MENAR
4334

NOTE-Contn. Sheet.

Annual inspection of the Govt Central Book Depot

PBS

File No. 126 of 1939

General and Revenue Secretariat

Serial No.

A draft p.o. is submitted for approval.

2874 29/11

To

The Supdt, Govt central Book Depot

The Comptroller to Govt.

No AJ 30th-1st dt 15.12.39

Sanctions the proposal to hold annual inspection of the Govt central Book Depot commencing from the year 1939-40.

B. 21/2 Ks.

GEN. & REV. SECTT.
21 FEB. 1940
AGRI. & FOREST BRANCH.

P+S 126-38-1.

B. D. F. No. 24]

GOVERNMENT CENTRAL BOOK DEPOT, BANGALORE.

No. 5358

Encl. one file.

.....13th May.....1939.

18

FROM

THE SUPERINTENDENT,
GOVT. CENTRAL BOOK DEPOT,
BANGALORE.

Rs 6762
850.

To

The Secretary to Government of
His Highness the Maharaja of Mysore,
Development Department, Bangalore.

SIR,

I have the honour to state that the Superintendent Government Press is inspecting the Stationery Depot and the Stamp Manufactory every year and submitting the Inspection Reports to Government in the first two cases and to the Commissioner of Stamps, in the third case. A similar inspection of the Govt. Book Depot appears to be necessary and ~~that~~ as there is no provision in the rules and standing orders for such an inspection, I beg to forward herewith a memo containing questions relating to the Book Depot drawn up on the lines of the Reports of the Press and Stationery offices ~~that~~ with certain modifications suitable to the conditions and work of the Depot. I request sanction of Govt. for adopting this form and ~~to hold~~ holding annual inspections commencing from this year and submit the Inspection Reports to Government for perusal.

I have the honour to be,
Sir,
Your most obedient servant

Superintendent
18/5/39

BS

Appendix F G—1]

G

SUBJECT .....

.....

.....

3 copies

Diary No. of letter replied to .....

Section Pt 5.

File No. 126-38

Serial No. 2

General and Revenue Secretariat

( )

the *193*

Date of issue 15/7/39

Signed by Mr. C.S.S.C

No. G.6814/541/1.

To The Comptroller

Sir

With reference to your re.o.note No.2 dated 6-7-39, suggesting certain proposed alterations in the form of annual inspection report of the Govt. Central Book Dépôt and adding that further suggestions, if any, will be given after the inspection of that office by the Local Audit Deptt. of your office during this month, I am directed to forward herewith the proposed form

List of enclosures.....

Copied by .....

Examined by.....

WD 0278—GPB—30,000—4-3-38

P T O

I received from the supdt; and to request you to kindly return the same after making necessary alterations after the inspection of the Book Depot by ~~your~~ the Local Audit Deptt of your office

I have the

honour

to be

Sir

Your most obedient

servant

By secy to Govt

Dev Deptt

Memo No. 6682.

Forwarded with compts to the supdt, Govt Central Book Depot with reference to his letter No. 5358 dated 18-5-54.

By order

By

secy to Govt.

Dev Deptt

BD 10/7.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

Dated, Bangalore,

No.

From

The Secretary to the Government of His Highness the Maharaja of Mysore,
Development Department.

To

The Comptroller to Government,
B a n g a l o r e .

Sir,

With reference to your Un-official Note No. 2 dated the 6th July 1939, suggesting certain alterations in the proposed form of the annual inspection report of the Government Central Book Depot and adding that further suggestions, if any, will be given after the inspection of that office by the Local Audit Department of your office during this month, I am directed to forward herewith the proposed form received from the Superintendent and to request you to kindly return the same after making necessary alterations after the inspection of the Book Depot by the Local Audit Department of your office.

I have the honor to be,
S i r ,
Your most obedient servant,

Sd/- P.H. Krishna Rao,

Secretary to Government,
Development Department

P.H.

M e m o .

Copy of the above is forwarded to the Superintendent, Government Central Book Depot with reference to his letter No. 5358 dated the 18th May 1939.

By order,

C. S. Srinivasa Char

for Secretary to Government,
Development Department

P.H.

OFFICE OF THE COMPTROLLER TO THE GOVERNMENT
OF HIS HIGHNESS THE MAHARAJA OF MYSORE

No.299/LAD. Bangalore, Dated 17th October, 1939.

Encl.

SECY. DEV. DEPT. 19 OCT. 1939 GOVT. M.Y.

Pad S 126-38-3

1646

From

M. VIRARAJA URS, Esqr., B.A., B.L.,
Comptroller to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

GEN. & REV. SECTT 19 OCT. 1939 FOREST BRANCH

To

P.H. Krishna Rao, Esq., M.A.,
Secretary to the Government of Mysore,
Development Department,
Bangalore.

Sir,

With reference to your letter No.G.681.P.S.126-38-2 dated 15-7-39 regarding the proposed form of the Annual Inspection Report of the Government Central Book Depot, I have the honour to state that the Stores-clerk and the Packers are required to furnish a security of Rs.250/- and Rs.75/- respectively as per Government Order No.G.1730-1. P.S.94-37-6 dated 23-8-38. The proposed questionnaire does not include questions relating to this point.

2. The Branch Depots are in some cases supplied with furniture. Whether stock certificates have been obtained from such depots, checked and filed in the office are also points to be included in the Questionnaire.

3. Amounts are advanced from the imprest to meet V.P. charges in respect of some cases as per G.O.No.G.1893-4.P.S.52-37-2 dated 26-8-38. Whether a Register is kept to note all such advances and their prompt recovery watched are other points to be added to the Questionnaire.

4. The form received with your letter is returned herewith.

I have the honour to be,
Sir,
Your most obedient servant,

M Srinivasan
COMPTROLLER-in-charge

DT

G. R. S. App. F VI—G 2]

5 ab 12

SUBJECT .....

.....

.....

Diary No. of letter replied to .....

Section. P&S

File No. 126-38

Serial No. 4

General and Revenue Secretariat

( )

the *193*

Proceedings of the Government of
His Highness the Maharaja of Mysore

Date of issue 15/12/1939

Signed by ..... Dm CSSChar

Read— Correspondence ending with H.O. Note No. 2396 d 11/11/39 from the Superintendent Govt. Central Book Depot, stating that the inspection of the Central Book Depot is necessary in the interests of the work & requesting sanction thereon.—No.

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

(1) to hold annual inspection of the depot by him commencing from the current year & submit the inspection report—

(2) to Govt— for perusal & (3) to adopt the enclosed revised form of

13

Enclosure

2. Correspondence slip
with to sheet no 299 L A
d 17/10/35 from the Supplies
to the units.

Order no A/30/4/5 dated 15-12-39

Sanctioned
one form of Enclosure
as approved by Govt to be issued
to units

for Director of
Ordnance

To, The Superintendent Govt Cartridge Factory
The Supplies
Copy to the Asst. to the Branch.

List of Enclosure

Copied by

Examined by

MEMO OF QUESTIONS FOR THE INSPECTION OF THE OFFICE OF THE SUPERINTENDENT GOVERNMENT CENTRAL BOOK DEPOT.

1 Name of the Inspecting Officer with designation

2 Duration of Inspection. { date commenced / date concluded

3 Previous Inspection. { date / Name of Inspecting Officer

Questions

I General.

1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

3 How many clerks are working in ~~each branch of~~ the office and what is the qualification of each? ——— and servic.

Service Registers, Lists of Establishments etc.,

4. Is an up-to-date list of the establishment, both clerical and menial, maintained?

5. Is the record of the qualifications and services of the ministerial officers maintained up-to-date?

6. Is a service register maintained for every ~~permanent~~ official and brought up-to-date? Are these registers arranged in order and kept ~~in the records~~ in a separate box? Who keeps the keys of the box?

7 Is an office order book maintained? Are orders of leave, punishment, etc. regularly recorded and given effect to?

8 Is a register of applications for appointments maintained and are selections made therefrom?

Superintendent,
Govt Central Book-Depot
Bangalore.

(contd.)

9 Are all appointments made in accordance with rules pertaining to the ~~Department~~? C.R.P. Rules

Distribution of work.

10 Is a record of the distribution of work among the several clerks ~~in each branch~~ maintained? Is the work assigned to each official sufficient without being excessive?

11. Does each official maintain a dairy and do the entries show sufficient work for each day?

What is the general condition of the work indicated by the records? Is it up-to-date and efficient?

Arrear Lists.

12. Does every official in each branch prepare and submit once a month a list of references pending with him as required by rule 14 of the General Rules of Office Procedure? Are these lists consolidated by the Head of the Branch and is a statement submitted by the 5th of the following month?

13. Are these lists scrutinised carefully by the ministerial head of the office and reminders sent promptly where necessary?

Reports and Returns.

14. Is a statement of the periodical reports and returns due from each ~~branch and~~ prepared maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein? Is it scrutinised monthly by the head of the office? (vide rule 6 of the Efficiency Rules.)

How many and which returns were overdue at the time of inspection?

Furniture List.

15 Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once

Superintendent,
Govt. Central Book-Depot.
Bangalore.

every quarter and the result reported to the head of the office? Is a note made in the register of all articles lost or which have become unserviceable? Is the furniture adequate to the needs of the Office or more than necessary? What is the condition of furniture kept?

Books and Articles received in the Depot.

16 In whose custody are the books? Are the stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the Officer in charge? Is a verification by stock-taking done once a year?

Is a general indent book-maintained for monthly issue of stationery?

Are old and unserviceable articles sold by public auction and the proceeds credited to Government? (vide Rule 17 of the Stationery Rules).

17 Who keeps the Stock of books? here are they kept? Are they neatly arranged? Are all receipts and issues noted in a register?

18 Is a register of issue of books maintained? Are indents from the Agents and Branch Depot keepers received in due time and attended to promptly.

File of Standing orders.

19 Is a complete set of the standing orders of Government relating to the work of the office maintained? Are these files complete and up-to-date?

Is each provided with a table of contents, and if bulky, also an Index?

20 Is a similar file maintained for circulars issued from the office?

Library.

21 In whose charge is the office Library and where is it kept?

Superintendent,
Govt. Central Book-Depot.
Bangalore.

22 Is a register maintained for entering books and publications as they are received and is it written up-to-date?

23 Are all books received into the Library correctly labelled and deposited in appropriate places?

24 Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc?

25 Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

26 Is a monthly report of books removed and not returned, submitted?

27 Are cases of loss or of damage to any books reported promptly and orders obtained for their replacement?

II Correspondence Registers

28 Are the registers of inward and outward correspondence properly maintained with cross references regularly marked?

29 How many of such registers are maintained? Are a peon book and Tappal book maintained?

30 Are the registers written up neatly? Are the entries concise and clear?

31 Are all receipts classified in the manner laid down in rule 11 of the General Rules of Office Procedure?

32. Is there any delay in the fair-copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to the

Superintendent,
Govt. Central Book-Depot
Bangalore.

refer book, peon book and tappal book?

33. Is the issue register checked once a month by the ministerial head of the office and signed by him in token of his inspection?

34. Is an amad register maintained to enter all covers as they are received in the Branch?

35 Are all the registers periodically examined by the ministerial head of the office and signed by him in token of his inspection?

III Cash and Contingencies.

36 Are the following registers prescribed by rule 25 of the General Rules of Office Procedure maintained?

(1) Cash Book
(2) General Ledger or classified abstract of the monthly totals of Cash Book.
(3) Contingent Register
(4) Order book for contingent charges.

37 What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

38 Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished.

39 Are there any long standing advances made out of the office imprest, awaiting adjustment? Details may be furnished.

40. Are all charges incurred on account of contingencies entered in the contingent register from day to day? Vide articles 104 to 106 of the Civil Account Code. Are totals struck at the end of the month.

The necessity for any unusual charges may be scrutinised.

Superintendent,
Cent. Central Book-Depot,
Bangalore.

41. Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?

42 Is the Abstract contingent bill drawn at the end of each month in the manner laid down in article ~~85~~ 107 of the Civil Account Code Vol I and are the initials of the head of the office obtained?

43 Is the expenditure kept within the budget grant?

44 Are the detailed contingent bills of each month submitted with vouchers regularly by the 1st week of the succeeding month ~~as required by para 210 of the Mysore Treasury Manual~~ as per Rule (3) & Art. 115 (6) M.C.A.C. Vol I? Are all disallowances promptly deducted from the succeeding contingent bills as per Art. 118, M.C.A.C. Vol-I? Is the account of service postage labels correctly written up? who keeps them and where? Does the stock on hand agree with the book balance?

45 Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained.

46 Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs.20? Is the register examined every month by the head of the office? as required in para 195 & the Annexure to the M.C.A.C. Vol I?

47 Are the bills and payments posted in the cash book?

48 Is undisbursed pay short drawn invariably in the pay bill of the next month? Otherwise is there sufficient reason for the retention of pay up to 3 months? Vide Art. 82 & M.C.A.C. Vol I?

49 Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments, requiring sanction of the Higher authorities?

Superintendent,
Govt. Central Book-Depot.
Bangalore.

50 Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

51 Are drafts of the office travelling allowance bills ~~disbursed and acquit~~ maintained in a register?

Is there any undisbursed travelling allowance kept? ~~Is~~ Is it disposed of ~~as~~ in accordance with Government Order No.Fl.2187-235-S.& A 63-15-4, dated 19th November 1915? Have personal claims of officers to pay, allowances and increments been discharged without delay? If any are delayed, what is the cause for the delay?

52 Are pension applications prepared and submitted in time as required by Government order No.Fl. 7215-55-S.& A. 484-08-1, dated 7th May 1909?

53 How many cases are pending and Why? The last pension quarterly may be reviewed.

IV Records.

54 The rules, if any, under which the records are arranged may be quoted. If no such rules exist, the system of arrangement followed, subjectwar or chronological etc. may be briefly explained.

55 Are all the records sorted according to the prevailing system? If not what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting.

56 In whose charge are the records kept? Are records permitted to be removed without a substitute slip ~~x~~ signed by the requisitioning Official?

A list of the records taken out of the record room and outstanding for long periods may be given.

Superintendent,
Govt Central Book-Depot
Bangalore

57 Have rules been framed for regulating the periodical destruction of unserviceable records and have all time-expired papers been eliminated according to such rules?

Miscellaneous.

58 Is an inspection minute book maintained and written up as laid down in para 4 of the Government order No 10870-918-E.A.43-14-1 dated 10th April 1915?

59 Extent to which points noted for action at previous inspections have been attended to.

60 Any irregularities or informalities observed in the course of ubsoectuibsm whether connected with the printed questions, or not and suggestions, if any, for improving the efficiency of the working of the office.

Superintendent, 18/9/39
Govt. Central Book-Depot.
Bangalore.

61. Have the Store-Clerk and the Packers furnished the securities of Rs.250/- and Rs.75/- each respectively (Vide G.O.No.G.1730-1/P.& S. 94-17-6 dated 23rd August 1938)? Otherwise, have they furnished the responsible sureties and are deductions being effected from their pay duly each month? (Vide Para (c) Rule 7 of Annexure to M.C.A.C. Vol.I.)

62. Are stock certificates being duly received from the Branch Depots in respect of articles of furniture stocked by them? Are these certificates duly checked and filed?

63. Is a register kept for watching the recoveries of the amounts advanced from the Office imprest for meeting the V.P. charges as said in G.O. G.O. No.G.1893-4/P.& S.52-37-2 dated 26th August 1938? Are these recoveries duly watched and adjusted?

Superintendent,
Govt. Central Book-Depot.
Bangalore.
7.11.39

ODNO A4 37

App. F. VI, G. 10

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

Annual Geographical Report of the Forest Circle Book work
Mysore for the ~~Circle~~ ~~Annual~~ by the Superintendent
Conservancy for the year 1938-40 & abstract of the
Forest Settlement:

G. O. No. A-7 3014-15/01-8126-38-4 DATED 15-12-39

May this be

i. printed? Yes

ii. treated as a standing order?

iii. published in the Gazette, English Part?

iv. translated?

v. placed at the disposal of the Press? No

vi. published in the Gazette, Kannada Part?

Forest for orders

8/12

Conf

8/12

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Read :—

Correspondence ending with Un-official Note No. 2396 dated 11th November 1939, from the Superintendent, Government Central Book Depot, stating that the inspection of the Government Central Book Depot is necessary in the interests of work and requesting sanction:

(1) to hold annual inspection of the Depot by him commencing from the current year;

(2) to submit the inspection report to Government for perusal; a n d

(3) to adopt the enclosed form of questionnaire.

2. Correspondence ending with letter No.299 LAD. dated 17th October 1939 from the Comptroller to Government in the matter.

ORDER NO. A F 3014-15/0458126-38-4

Dated, Bangalore, the ~~6th~~ 15th Decr. 1939.

Sanctioned. The form of questionnaire as approved by Government is ~~enclosed herewith~~ amended hereto.

C. P. Venkatachar

For Secretary to Government,
Development Department.

The Superintendent, Government Central Book Depot.
" Comptroller to Government of Mysore.

K.M.R.5.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. A. F. 3014-15—P. & S. 126-38-4, dated 15th December 1939.

Annual Inspection of the Government Central Book Depot.

Sanctions the proposal to hold —— by the Superintendent, commencing from the year 1939-40 and approves of the form of questionnaire.

READ—

Correspondence ending with Un-official Note No. 2396, dated 11th November 1939, from the Superintendent, Government Central Book Depôt, stating that the inspection of the Government Central Book Depôt is necessary in the interests of work and requesting sanction :

(i) to hold the annual inspection of the Depôt by him commencing from the current year ;
(ii) to submit the inspection report to Government for perusal ; and
(iii) to adopt the enclosed form of questionnaire.

2. Correspondence ending with letter No. 299—L.A.D., dated 17th October 1939, from the Comptroller to Government in the matter.

ORDER No. A. F. 3014-15—P. & S. 126-38-4, DATED BANGALORE, THE 15TH DECEMBER 1939.

Sanctioned.

The form of questionnaire as approved by Government is annexed hereto.

P. H. KRISHNA RAO,
Secretary to Government,
Development Department.

To—The Superintendent, Government Central Book Depôt.
The Comptroller to Government.

Exd.—C. K.

WD 3048—GPB—370—12-1-40

No. A. F. 3014-15—P. & S. 126-38-4, dated 15th December 1939.

ANNEXURE.

MEMO OF QUESTIONS FOR THE INSPECTION OF THE OFFICE OF THE SUPERINTENDENT, GOVERNMENT CENTRAL BOOK DEPÔT.

1. Name of the inspecting officer with designation

2. Duration of inspection .... { Date commenced .... / Date concluded ....

3. Previous inspection .... { Date .... / Name of inspecting officer ....

Questions.	*Answers.*
I. General.	
1 Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?	
2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?	
3. How many clerks are working in the office and what is the qualification and service of each?	
Service Registers, Lists of Establishments, Etc.	
4. Is an up-to-date list of the establishment, both clerical and menial, maintained?	
5. Is the record of the qualifications and services of the ministerial officers maintained up-to-date?	
6. Is a Service Register maintained for every official and brought up-to-date? Are these registers arranged in order and kept in a separate box? Who keeps the keys of the box?	
7. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?	
8. Is an up-to-date approved list of candidates maintained and are selections made therefrom?	
9. Are all appointments made in accordance with the rules pertaining to the Central Recruitment Board? Are reports of appointments sent to the Central Recruitment Board promptly whenever any appointment is made?	

DISTRIBUTION OF WORK.

10. Is a record of the distribution of work among the several clerks maintained? Is the work assigned to each official sufficient without being excessive?

11. Does each official maintain a diary and do the entries show sufficient work for each day?

What is the general condition of the work indicated by the records? Is it up-to-date and efficient?

ARREAR LISTS.

12. Does every official in each branch prepare and submit, once a month, a list of references pending with him as required by Rule 14 of the General Rules of Office Procedure? Are these lists consolidated by the head of the branch and is a statement submitted by the 5th of the following month?

13. Are these lists scrutinised carefully by the ministerial head of the office and reminders sent promptly where necessary?

REPORTS AND RETURNS.

14. Is a statement of the periodical reports and returns due from each clerk prepared and maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein? Is it scrutinised monthly by the head of the office? (*Vide* Rule 6 of the Efficiency Rules.) How many and which returns were overdue at the time of inspection?

FURNITURE LIST.

15. Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every quarter and the result reported to the head of the office? Is a note made in the register of all articles lost or which have become unserviceable? Is the furniture adequate to the needs of the office or more than necessary? What is the condition of furniture kept?

BOOKS AND ARTICLES RECEIVED IN THE DEPOT.

16. In whose custody are the books? Are the stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock-taking done once a year?

No. A. F. 3014-15—P. & S. 126-38-4, DATED 15TH DECEMBER 1939.

Is a general indent book maintained for monthly issue of stationery?

Are old and unserviceable articles sold by public auction and the proceeds credited to Government? (*Vide* Rule No. 17 of the Stationery Rules.)

17. Who keeps the stock of books? Where are they kept? Are they neatly arranged? Are all receipts and issues noted in a register?

18. Is a register of issue of books maintained? Are indents from the Agents and Branch Depôt keepers received in due time and attended to promptly?

FILE OF STANDING ORDERS.

19. Is a complete set of the standing orders of Government relating to the work of the office maintained? Are these files complete and up-to-date?

Is each provided with a table of contents, and if bulky, also an index?

20. Is a similar file maintained for circulars issued from the office?

LIBRARY.

21. In whose charge is the office library and where is it kept?

22. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

23. Are all books received into the library correctly labelled and deposited in appropriate places?

24. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc?

25. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

26. Is a monthly report of books removed and not returned, submitted?

27. Are cases of loss or of damage to any books reported promptly and orders obtained for their replacement?

II. CORRESPONDENCE REGISTERS.

28. Are the registers of inward and outward correspondence properly maintained with cross references regularly marked?

29. How many of such registers are maintained? Are a peon book and a tappal book maintained?

30. Are the registers written up neatly? Are the entries concise and clear?

No. A. F. 3014-15—P. & S.-126-38-4, DATED 15TH DECEMBER 1939.

31. Are all receipts classified in the manner laid down in Rule 11 of the General Rules of Office Procedure?

32. Is there any delay in the fair-copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to the refer book, peon book and tappal book.

33. Is the issue register checked once a month by the ministerial head of the office and signed by him in token of his inspection?

34. Is an *amad* register maintained to enter all covers as they are received in the branch?

35. Are all the registers periodically examined by the ministerial head of the office and signed by him in token of his inspection?

III. CASH AND CONTINGENCIES.

36. Are the following registers prescribed by Rule 25 of the General Rules of Office Procedure maintained?

(1) Cash Book.
(2) General ledger or classified abstract of the monthly totals of cash book.
(3) Contingent register.
(4) Order book for contingent charges.

37. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

38. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished?

39. Are there any longstanding advances made out of the office imprest awaiting adjustment? Details may be furnished.

40. Are all charges incurred on account of contingencies entered in the contingent register from day-to-day? (*Vide* Articles 104 to 106 of the Mysore Civil Account Code, Volume I.) Are totals struck at the end of the month?

The necessity for any unusual charges may be scrutinised.

41. Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?

42. Is the abstract contingent bill drawn at the end of each month in the manner laid down in Article 107 of the Mysore Civil Account Code, Volume I, and are the initials of the head of the office obtained?

43. Is the expenditure kept within the budget grant?

44. Are the detailed contingent bills of each month submitted with vouchers regularly by the first week of the succeeding month as per rule (iii) of Article 115 (*b*), Mysore Civil Account Code, Volume I? Are all disallowances promptly deducted from the succeeding contingent bills as per Article 118, Mysore Civil Account Code, Volume I? Is the account of service postage labels correctly written up? Who keeps them and where? Does the stock on hand agree with the book balance?

45. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

46. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs. 20? Is the register examined every month by the head of the office, as required in para 19 of the annexure to the Mysore Civil Account Code, Volume I?

47. Are the bills and payments posted in the cash book?

48. Is undisbursed pay short-drawn invariably in the pay bill of the next month? Otherwise, is there sufficient reason for the retention of pay up to three months? (*Vide* Article 82 of the Mysore Civil Account Code, Volume I.)

49. Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments, requiring sanction of the higher authorities?

50. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

51. (*a*) Are drafts of the office travelling allowance bills maintained in a register?

(*b*) Is there any undisbursed travelling allowance kept? Is it disposed of in accordance with the Government Order No. Fl. 2187-235—S. & A. 63-15-4, dated 19th November 1915? Have personal claims of officers to pay, allowances and increments been discharged without delay? If any are delayed, what is the cause for the delay?

52. Are pension applications prepared and submitted in time as required by Government Order No. Fl. 7215-55—S. & A. 484-08-1, dated 7th May 1909?

53. How many cases are pending and why? The last pension quarterly may be reviewed.

IV. RECORDS.

54. The rules, if any, under which the records are arranged may be quoted. If no such rules exist, the system of arrangement followed, subject war or chronological, etc., may be briefly explained.

55. Are all the records sorted according to the prevailing system? If not, what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting.

56. In whose charge are the records kept? Are records permitted to be removed without a substitute slip signed by the requisitioning official?

A list of the records taken out of the record room and outstanding for long periods may be given.

57. Have rules been framed for regulating the periodical destruction of unserviceable records and have all time-expired papers been eliminated according to such rules?

MISCELLANEOUS.

58. Is an inspection minute book maintained and written up as laid down in para 4 of the Government Order No. 10870-918—E. A. 43-14-1, dated 10th April 1915?

59. Extent to which points noted for action at previous inspections have been attended to.

60. Any irregularities or informalities observed in the course of inspection whether connected with the printed questions, or not and suggestions, if any, for improving the efficiency of the working of the office.

61. Have the store-clerk and the packers furnished the securities of Rs. 250 and Rs. 75 each, respectively (*Vide* G. O. No. G. 1730-1—P. & S. 94-17-6, dated 23rd August 1938); otherwise, have they furnished responsible sureties and are deductions being effected from their pay duly each month? (*Vide* para (*c*), Rule 7 of annexure to the Mysore Civil Account Code Volume No. I.)

62. Are stock certificates being duly received from the branch depôts in respect of articles of furniture stocked by them? Are these certificates duly checked and filed?

63. Is a register kept for watching the recoveries of the amounts advanced from the office imprest for meeting the V. P. charges? (*Vide* G. O. No. G. 1893-4—P. & S. 52-37-2, dated 26th August 1938.) Are these recoveries duly watched and adjusted?